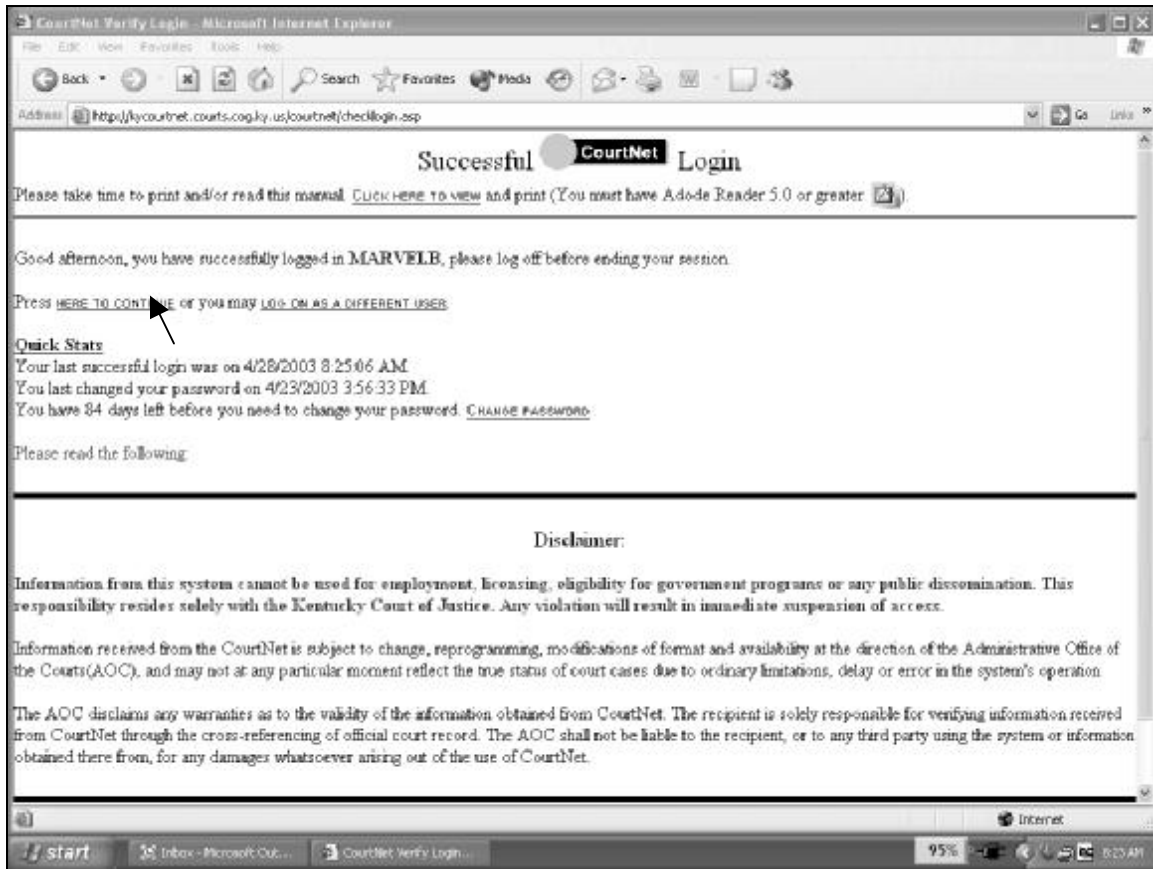


Step 1: On the CourtNet Login Screen, enter your user ID in the User: field and press the <TAB> key.

Step 2: Type your password in the Pwd: field and press the <ENTER> key or click on the LOGIN button as shown in the example above.

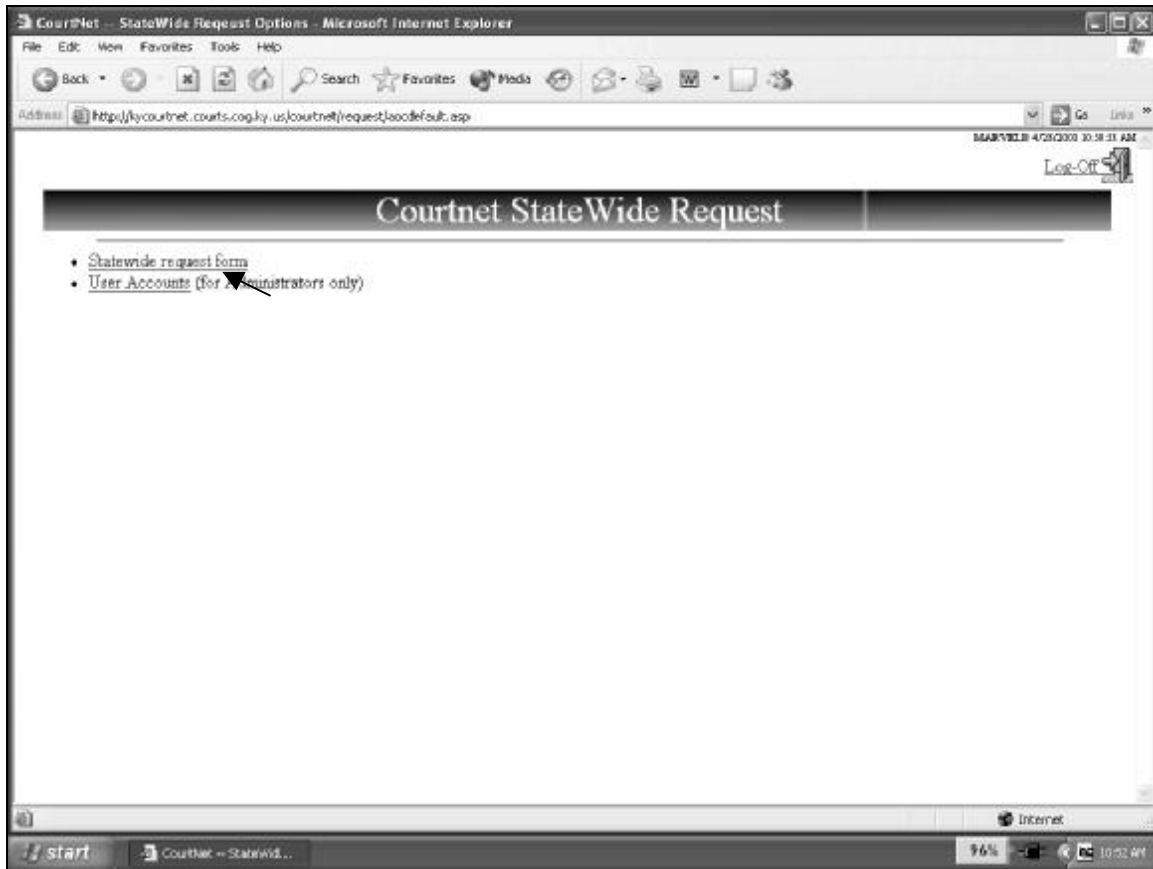


If you reach this screen, you have entered your username and/or password incorrectly. Click on the back button as shown above and repeat steps 1 and 2. If this problem persists, contact Pretrial Records, Customer Service at 1-800-928-6381. If this screen is not displayed, continue to step 3.



Step 3: Click on the underlined text HERE TO CONTINUE.

Note: You may print and/or read the user manual by clicking on the underlined text Click Here To View located at the top of the page.



Statewide Request Form

Click on the underlined text Statewide request form to request a statewide background check.

Request statewide record check - Microsoft Internet Explorer

Address: http://kycourtnet.courts.cog.ky.us/courtnet/request/statewide_request.asp

MARVELD 4/22/2003 1:20:18 PM

Courtnet StateWide Request

This is the current information that we have on file for you, if any information is incorrect please send an email to recon@openmail.aoc.state.ky.us with your updated information, including your current user id.

User Id: MARVELD | Email: marveld@mail.aoc.state.ky.us

Agency Name: PRETRIAL SERVICES *

Contact Person: Marvel Detherege *

Phone Number: 5025732350 *(ex. 502.573.2350)

Purpose of request: DSS/CFC NON-EMERGENCY REQUEST *(ex. criminal justice request)

Last Name: JACKSON *

First Name: JAMES *

Alias/Maiden Name: *

Date of Birth: 04/20/1980 *(ex. 07/16/1973)

SSN: 401454662 *(ex. 400123456)

DLN: *

Submit Request | Stack Multiple Requests | Clear

* Required Fields

Step 1: Agency Name is automatically filled in based on your registration information.
Press the <TAB> key to advance to the next field.

Step 2: Enter your first and last name as the Contact Person, replacing your user ID, and press the <TAB> key.

Step 3: Enter your phone number (do not include any dashes) and press the <TAB> key.

Step 4: Enter the purpose of the request and press the <TAB> key.
Example: DSS/CFC Emergency or Non-Emergency Request

Step 5: Enter the individual's last name and press the <TAB> key.

Step 6: Enter the individual's first name and press the <TAB> key.

Step 7: Enter any aliases and/or maiden names and press the <TAB> key.

Step 8: Enter the date of birth as shown in the example and press the <TAB> key.

Step 9: Enter the social security number and press the <TAB> key.

Step 10: Enter the driver's license number, if available, and press the <TAB> key.

Step 11: Click on the Submit Request button only if one individual is needed.

Request statewide record check - Microsoft Internet Explorer

Address: http://kycourtnet.courts.cog.ky.us/courtnet/request/statewide_request.asp

Log Off

Courtnet StateWide Request

This is the current information that we have on file for you, if any information is incorrect please send an email to rec@necopen@mail.aoc.state.ky.us with your updated information, including your current user id.

User Id: MARVELD | Email: marveld@mail.aoc.state.ky.us

Agency Name: PRETRIAL SERVICES *

Contact Person: Marvel Detherege *

Phone Number: 5025732350 *(ex. 502.573.2350)

Purpose of request: DSS/CFC EMERGENCY REQUEST *(ex. criminal justice request)

Last Name: SMITH *

First Name: JOYCE *

Alias/Maiden Name: TOWNSEND

Date of Birth: 06/05/1948 *(ex. 07/16/1973)

SSN: 407626640 *(ex. 400123456)

DLN:

Submit Request | **Stack Multiple Requests** | Clear

* Required Fields

Name: MICHAEL JONES "DOB: 11/10/1961" "SSN: 402941265" "DLN: "Alias: MIKE"

Stacking Multiple Requests

When requesting records for multiple individuals you may do so on one form. Enter the information as previously explained, and click on the button labeled **Stack Multiple Requests** as shown in the example above.

Request statewide record check - Microsoft Internet Explorer

Address: http://kycourtnet.courts.cog.ky.us/courtnet/request/statewide_request.asp

User Id: MARVELB | Email: marvelb@mail.aoc.state.ky.us

Agency Name: PRETRIAL SERVICES *

Contact Person: Marvell Detherage *

Phone Number: 5025732350 *(ex. 902.7932350)

Purpose of request: DSS/CFC EMERGENCY REQUEST *(ex. criminal justice request)

Last Name: SMITH *

First Name: JOYCE *

Alias/Maiden Name: TOWNSEND

Date of Birth: 06/05/1949 *(ex. 07/16/1973)

SSN: 407626640 *(ex. 400123456)

DLN: *

Submit Request | Stack Multiple Requests | Clear

* Required Fields

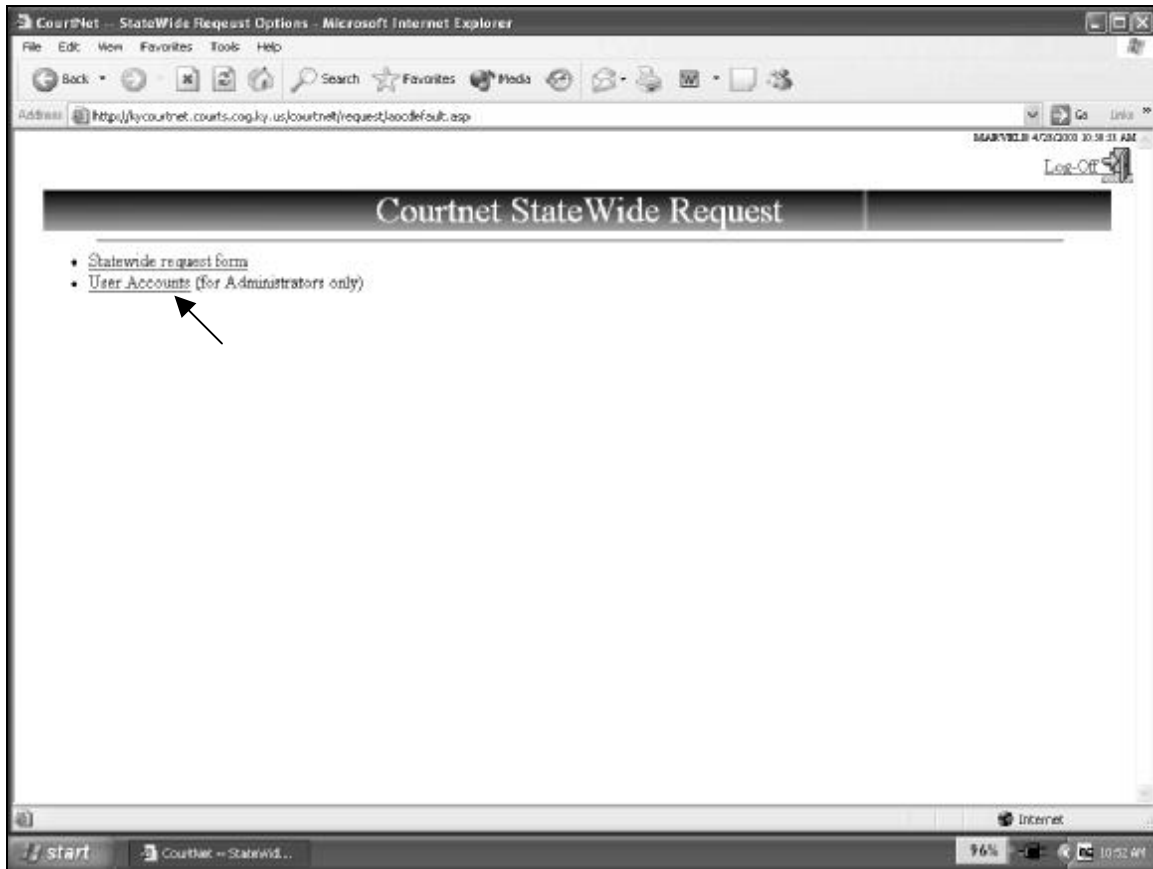
Name: MICHAEL JONES ~ DOB: 11/10/1961 ~ SSN: 402941265 ~ DLN: ~ Alias: MIKE ~

Name: JOYCE SMITH ~ DOB: 06/05/1949 ~ SSN: 407626640 ~ DLN: ~ Alias: TOWNSEND ~

Submit | Start Over

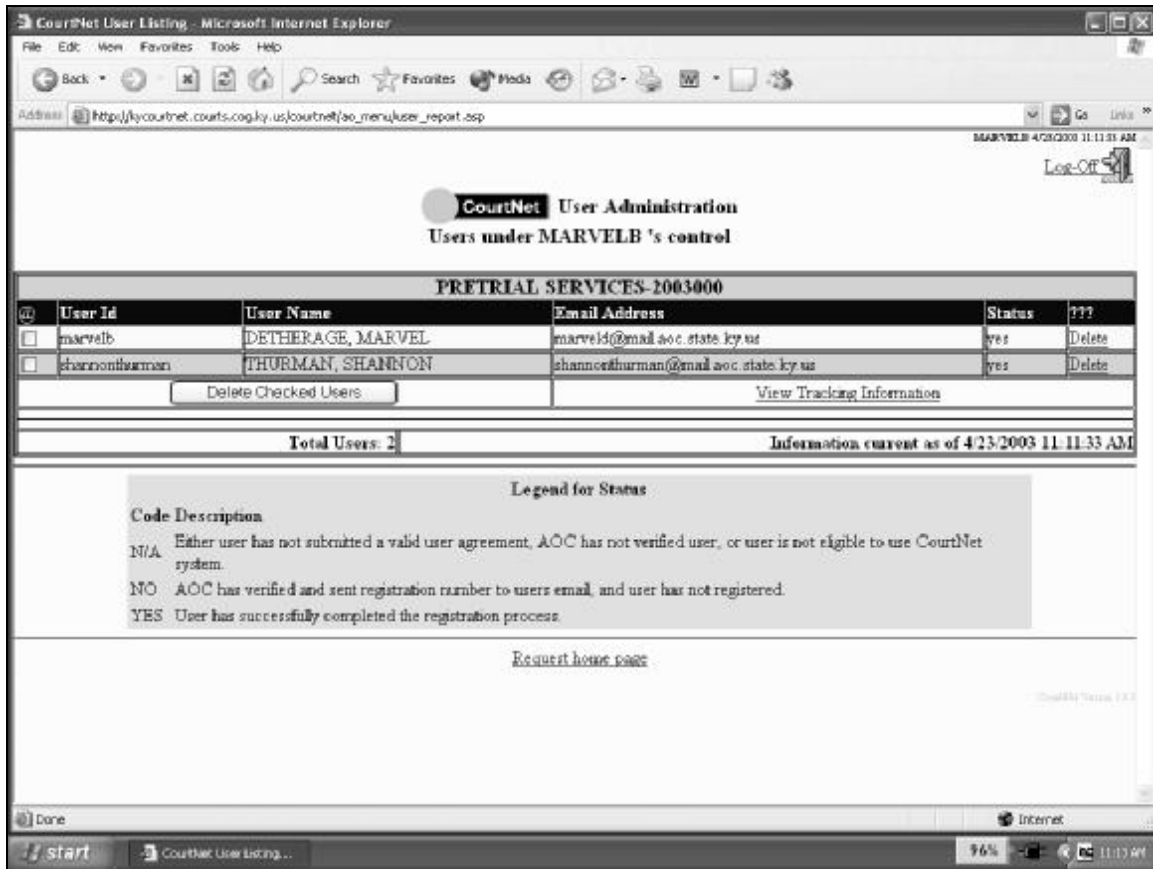
Next, enter the name, date of birth and social security number for the next individual and click on the Stack Multiple Requests button again to add that individual to the list. When you have added all the individuals needed, click on the Submit button.

The records will be sent to the e-mail address associated with the user name logged into the system.



Administrator Controls

As administrator, you will be required to immediately notify Pretrial Services Records Division, Customer Service when an employee leaves your organization. You will also have the capability of viewing tracking information for each registered user from your organization. Click on the underlined text User Accounts to reach the administration page.



The example above shows how the list of registered users for your organization will appear. In order to delete one user, click on the delete button located to the far right of the individual you wish to delete. If needing to delete multiple users, place a check mark to the far left side of each individual's name and then click on the Delete Checked Users button. This function will generate an e-mail to Pretrial Records, Customer Service, to have each selected user's access to CourtNet deleted.

Note: The status field shown in the screen print above will display what stage of the registration process each user has completed.

CourtNet User Listing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address http://kycourtnet.courts.cog.ky.us/courtnet/ao_menu/user_report.asp

MARVELB 4/23/2003 11:11:31 AM

Log Off

CourtNet User Administration
Users under MARVELB 's control

PRETRIAL SERVICES-2003000

	User Id	User Name	Email Address	Status	???
<input type="checkbox"/>	marvelb	DEATHERAGE, MARVEL	marveld@mail.aoc.state.ky.us	yes	Delete
<input type="checkbox"/>	shannonthorman	THURMAN, SHANNON	shannonthorman@mail.aoc.state.ky.us	yes	Delete

Delete Checked Users View Tracking Information

Total Users: 2 Information current as of 4/23/2003 11:11:33 AM

Legend for Status

Code Description

N/A Either user has not submitted a valid user agreement, AOC has not verified user, or user is not eligible to use CourtNet system.

NO AOC has verified and sent registration number to users email, and user has not registered.

YES User has successfully completed the registration process.

[Request home page](#)

Done Internet

start CourtNet User Listing... 96% 11:13 AM

Tracking Information

Click on the underlined text [View Tracking Information](#).

User Login Up! - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address http://cycourtnet.courts.cog.ky.us/courtnet/so_menu/full_frame.asp Go Links

User Tracking Search

Enter a Date: From: 04/01/03 To: 04/23/03

* Date should be formatted as follows mm/dd/yyyy. Previous Page

CourtNet User Tracking Information for 04/01/03 to 04/23/03 23:59 PM

Log-Off

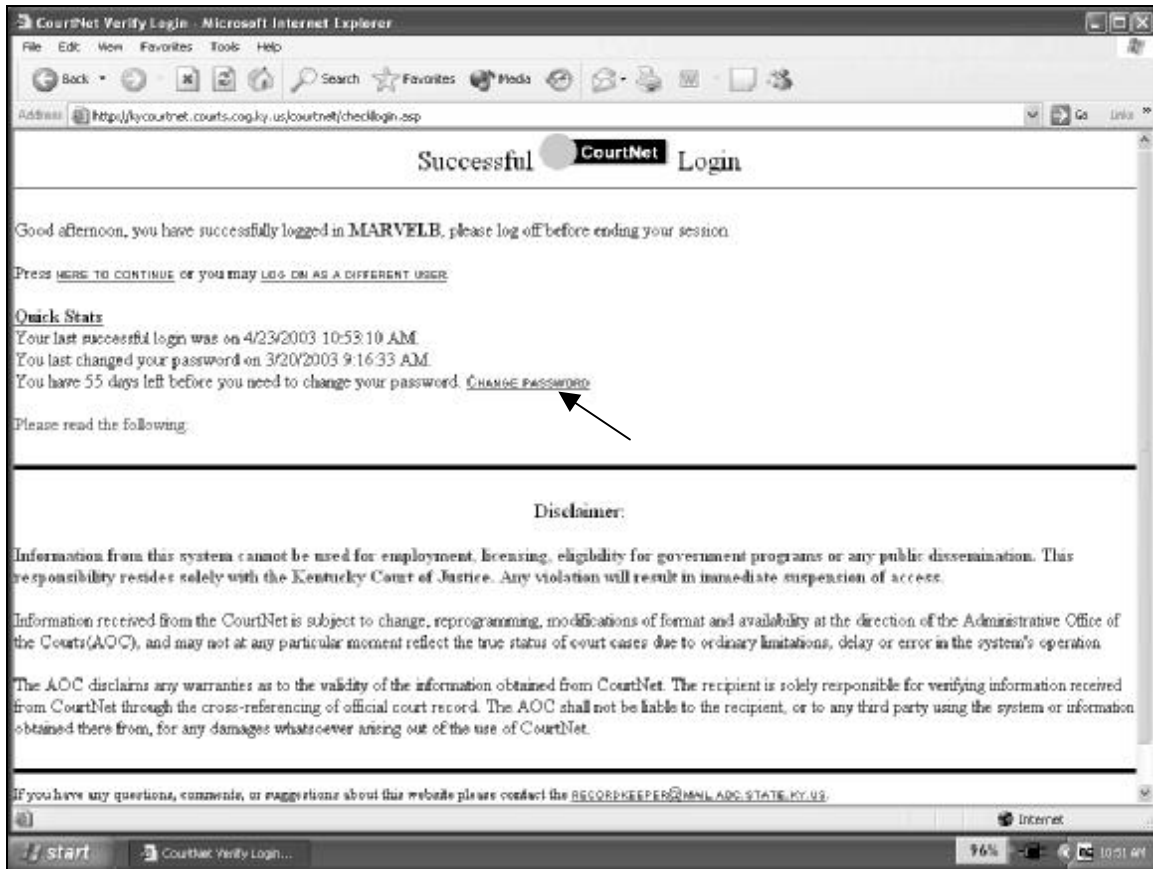
User	In Date	Out Date	Min(s) Online
2003000			
marvelb	4/23/2003 8:11:17 AM	4/23/2003 8:16:31 AM	5
marvelb	4/23/2003 8:16:31 AM	4/23/2003 8:20:57 AM	4
marvelb	4/23/2003 9:13:55 AM	4/23/2003 9:16:07 AM	3
marvelb	4/23/2003 10:30:19 AM	4/23/2003 10:35:52 AM	5
marvelb	4/23/2003 10:35:57 AM	4/23/2003 10:38:35 AM	3
marvelb	4/23/2003 10:51:12 AM	4/23/2003 10:51:34 AM	0
marvelb	4/23/2003 10:53:10 AM	4/23/2003 11:01:32 AM	8
thannonthurman	4/10/2003 1:35:50 PM	4/10/2003 1:36:06 PM	1
thannonthurman	4/10/2003 1:36:06 PM	4/10/2003 1:36:13 PM	0
thannonthurman	4/10/2003 1:36:13 PM	4/10/2003 1:37:08 PM	1
thannonthurman	4/10/2003 1:37:08 PM	4/10/2003 1:38:05 PM	1
thannonthurman	4/10/2003 1:38:05 PM	4/11/2003 4:00:02 AM	0
thannonthurman	4/16/2003 9:51:32 AM	4/17/2003 4:00:02 AM	0
thannonthurman	4/17/2003 1:18:37 PM	4/17/2003 1:21:08 PM	3
thannonthurman	4/17/2003 1:21:08 PM	4/18/2003 4:00:02 AM	0

CourtNet Main Menu

Done Internet

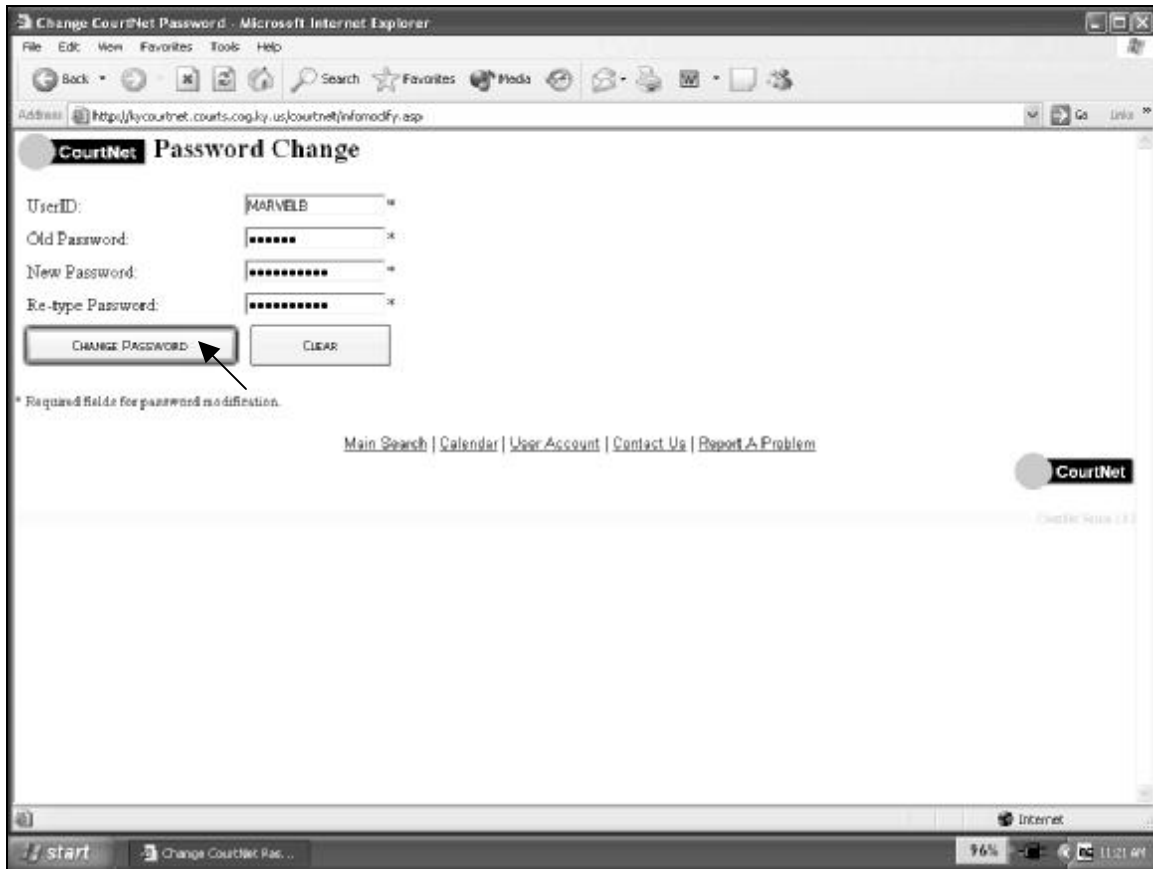
start User Login Up! - Micro... 96% 11:15 AM

To view tracking information, enter a start and end date and click the search button. This will display the date and length of time each user was logged onto the CourtNet system.



Password Change

As a security feature, each user will be required to change their password every 90 days. Once logged onto CourtNet, you may notice the system will display how many days are left before you will need to change your password. Click on the underlined text Change Password.



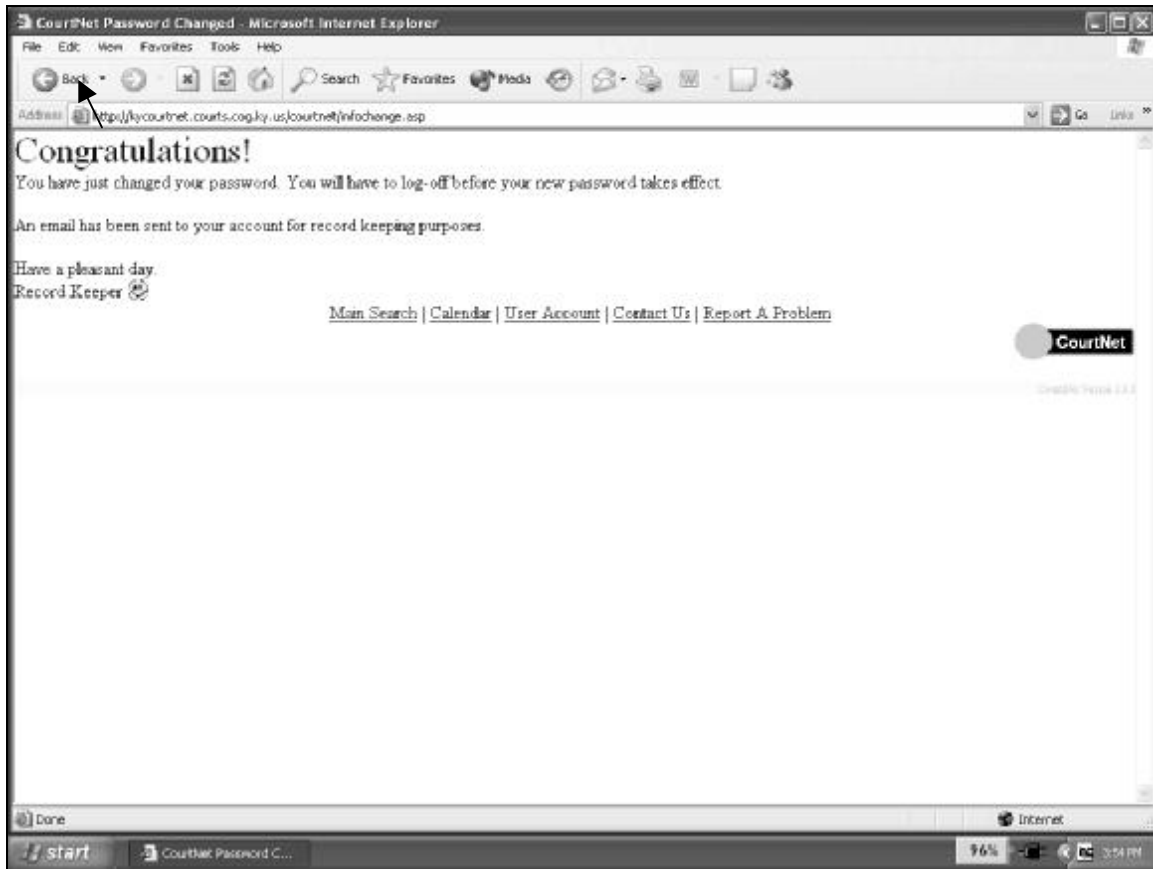
Step 1: Enter your User ID and press the <TAB> key.

Step 2: Enter your old password and press the <TAB> key.

Step 3: Enter your new password and press the <TAB> key.

Step 4: Retype your new password and press the <TAB> key.

Step 5: Click the Change Password button to update.



The screen above shows that your password has been successfully changed.

Click on the back button until you reach a screen that has the log off button in the top right corner of the screen and click logoff to exit.